

COVID Safety Guidelines

Community Use of Shire Buildings

This document has been prepared to facilitate the opening of Shire facilities for community group use as part of Phase 2 of the State Government's COVID-19 roadmap.

WA Government has implemented a staged lifting of COVID-19 restrictions based on the advice of the Australian Health Protection Principal Committee (AHPPC) and the WA Department of Health.

This document seeks to outline the conditions on the re-opening of premises that were closed under directions of the Emergency Management Act.

Safety requirements

All community groups or other users of a Shire facility or building must have procedures in place to ensure that the following requirements are met:

- maintain a strict limit of a minimum of 4sqm per person
- ensure a maximum of 20 people per venue (excluding staff)
- maintain hygiene and frequent cleaning
- maintain attendance records of patrons for the purposes of contact tracing
- carefully manage waiting areas to ensure social distancing.

Failure to observe these requirements may mean that you are putting the members of your group, their families and the community at risk.

About COVID-19

COVID-19 is spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals.

Community groups must take extra care with maintaining and promoting hygiene practices throughout the time they are using a shire facility.

The most effective measures are good hygiene practices, additional cleaning regimes, social distancing and keeping away from others if unwell.

Physical and social distancing

- maintain 1.5 metre separation between people who are not from the same household; and
- maintain a minimum of 4 square metres (4sqm) per person.

Maximum occupancy

- maintain a patron limit of 20 persons per venue (excluding staff); and
- allow a minimum of 4sqm per person.

The application of the 4sqm per person may mean that less than 20 patrons can be accommodated.

Managing tables in a venue

There should be a minimum distance of 1.5m between each table of members or users. Tables should be arranged to maintain this requirement. Venue layout may need to be adjusted to accommodate different sized groups and to ensure physical distancing principles can be followed.

Members or users are required to self-regulate their distancing at the table.

Entrance to the business

It is recommended that alcohol-based hand sanitiser is provided by the user group for members at the entrance to the building.

One-way traffic flow such as one dedicated entrance and another dedicated exit (where possible) can help minimise congestion.

Increased cleaning and sanitation regime

Contact Surfaces

Routine cleaning of frequently touched surfaces using appropriate detergent/disinfectant solutions or wipes is effective at minimising the risk of COVID-19 transmission. Particular attention should be paid to horizontal surfaces such as tables, chairs and frequently touched surfaces such as hand rails, door handles and surfaces in kitchens and toilets.

Dishes and cutlery

Dishes and cutlery are to be cleaned in a commercial or domestic dishwasher using appropriate dishwasher detergent. If a dishwasher is not available, reusable dishes and cutlery must be cleaned using hot water and appropriate dishwashing detergent. Care should be taken to ensure all items are thoroughly cleaned.

Dishes and cutlery should be stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes or coughs. Prior to and after handling dishes and cutlery, ensure good hand hygiene by wash with soap and water or use an alcohol-based hand sanitiser for at least 20 seconds.

Cleaning Products

Cleaning products should be chosen that are approved for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. If in doubt, please contact the Shire to check before using a product.

Maintain attendance records

It is a requirement for community groups or users to record their use of a shire building. This includes registering all those in attendance. This will assist Public Health with contact tracing in the event of a positive COVID-19 case in a premises:

- Records can be physical (i.e. secure sign-in book managed by the committee or made available by the Shire) or electronic but as a minimum must include a name and contact information for each member or user (e.g. phone number or email)
- Records are not required for someone visiting the premises for a short period of time and who has minimal face-to-face interaction (e.g. less than 5 minutes).
- Records must be provided to the Shire after each use of a building and will only be used for contact tracing

Responding to a COVID-19 incident

Community Groups should advise all their members:

- not to enter the premises if they are unwell;
- to practise physical distancing within the group;
- avoid crowding together in any one area of the building
- ask and members who appear to be unwell to leave the premises.

If you are aware that someone with a case of COVID-19 has been present at a gathering organised by your group or activity organiser, advise the Shire immediately and COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health officials.

Key Contacts

- **13COVID:** For information about coronavirus measures and restrictions, and what they mean for you.
- **COVID-19 Public Hotline 24/7: 1800 020 080:** If you suspect you, a member of your group or another user may have COVID-19 coronavirus symptoms or may have had close contact with a person who has COVID-19 coronavirus.
- **Dedicated Police Number:** 131 444
- **Shire of Carnamah:** 9951 7000

Further information

- Coronavirus - public information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- COVID-19 industry information: www.health.wa.gov.au
- Resources on social distancing: <https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance>
<https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing>
- Occupational safety and health information is available on the WorkSafe website www.dmirs.wa.gov.au

Additional resources (can be printed by the Shire)

[How to Handwash poster](#) – World Health Organization [How to Handrub poster](#) – World Health Organization [Keeping Your Distance poster](#) – Australian Government
[Change of Business Hours poster](#) – Australian Government
[COVID-19 information for business, industry and local government](#) – WA Department of Health

Checklist for Committees or Gatherings Organisers:

Items to consider for a group meeting or activity being conducted in a Shire Venue

1. Physical distancing

- Numbers will be limited to 1 person per 4 square metres or 20 people, whichever is lowest in enclosed spaces.
- Is the furniture arranged to maintain 1.5 metre physical distance between each person?
- Are there physical distancing markers on the floor in areas where customers queue?
- Consider how you will manage members of your group in enclosed areas.
- Identify all situations where members and others interact closely with each other and modify where possible
- Put in place measures to communicate and remind members or users of the need to practice physical distancing

2. Hygiene

- Check hand washing facilities are in good working order and adequately stocked (soap, hot water, paper towel, hand sanitiser)
- Has signage about hand hygiene been provided?
- Is someone monitoring hygiene stations/measures?
- Ensure thorough and regular cleaning of common surfaces, 'high touch' items and shared amenities e.g. handles, tables, chairs and toilets.
- Have communal items been removed where possible? e.g. self-serve stations (cutlery, water, condiments).
- Do you have the appropriate cleaning products and equipment to perform cleaning and disinfection (detergent, disinfectant, food grade sanitiser, gloves etc).
- Have all surfaces that encounter food been effectively cleaned and sanitised?

3. Training and education

- Has someone been nominated to be responsible for reminding members or users to practice social distancing and to monitor cleaning and hygiene?

4. Response planning

- Are there sign showing the symptoms of COVID-19 in the venue?
- Are members/users told to stay home (or sent home) if they are sick?
- Have members been told to disclose if they have been in close contact with a person who has or is being tested for COVID-19?

**Has the booking register been completed on behalf of all those present?
(i.e. name and contact information (e.g. phone number or email) for each member or user)**